

Human Resources

PERSONNEL OFFICE ASSISTANT



JOB DESCRIPTION

The Personnel Office Assistant aids the Personnel staff in ensuring efficient operation of the Human Resources Department. This administrative role includes organization, detail-orientation, timeliness, being interpersonal, and problem solving.

REQUIREMENTS

The following are preferred or required:

- A strong commitment to personal faith in Jesus Christ
- Proficiency with computers and Microsoft Office software
- Ability to communicate clearly and professionally in both a verbal and written capacity
- Aptitude for organization and efficiency

RESPONSIBILITIES

- Support full-time Personnel Department staff through a variety of tasks related to organization and communication.
- Be responsible for confidential and time-sensitive material.
- Effectively communicate via phone and email with accuracy, quality, and timeliness.
- Consistently connect and minister to the summer staff as you assist in helping them solve their problems through conflict resolution, active listening, prayer, etc.
- Develop a relationship with all members on your team and aid in their spiritual development.

Human Resources

DORM HEAD (MALE AND FEMALE)



JOB DESCRIPTION

The Dorm Head demonstrates a committed and mature faith in Jesus Christ, and is a servant leader among summer staff who knows how to love, lead, disciple, discipline, motivate, encourage, and organize. They help to oversee and act as a resource for staff, assisting the Personnel Office in staff care.

REQUIREMENTS

The following are preferred or required:

- A strong commitment to personal faith in Jesus Christ
- Personal interest in caring for and discipling others
- Minimum age of 21, and a US Driver's License
- Strong interpersonal relationship attunement and skills
- Ability to communicate calmly and professionally

RESPONSIBILITIES

- Create a welcoming, confidentiality-honoring, and positive environment for all visitors at the Personnel Office.
- Assist the Personnel Director and full-time Personnel staff with in-house processes.
- Act maturely and problem-solve when issues arise.
- Similar to a Resident Assistant/Advisor, facilitate the community culture within the Summer Staff dormitories through organized events and enforcement of Camp policies.
- Oversee and care for staff under the age of 18.
- Determine and assist in the facilitation of the three branches of Staff Development (Small Group Leaders, Disciplers, and Fellowship leaders).
- Act as the bridge between the Personnel Office and the summer staff.